

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION 23-101**

**18 APRIL 2012**



***Materiel Management***

***PHYSICAL ASSET MANAGEMENT***

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This instruction implements AFPD 23-1, *Materiel Management*. This instruction outlines procedures applicable to the Precious Metals Recovery Program (PMRP). It applies to all activities generating precious metals, 8th Fighter Wing, Kunsan Air Base, Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This supplement revision was accomplished to reflect current revisions in AFMAN 23-110, Volume 2, Part 2, Chapter 14, as well as the current OPR, Certifier, Squadron, and any new Office Symbols.

**1. General.**

- 1.1. This instruction consolidates and simplifies pertinent data contained in AFMAN 23-110, Volume 6, chapter 4; *Precious Metals Recover Program (PMRP)*. *USAF Supply Manual*; AFI 31-101, *The Air Force Installation Security Program (FOUO)*; and DOD Manual

4160.21-M, Chapter 11, *The Precious Metals Recovery Program, Defence Material Disposition Manual*.

1.2. All activities that use precious metals-bearing materiel or generate precious metals-bearing residue must appoint a primary and alternate monitor to manage the unit's program. All medical, dental, audiovisual/photographic, and maintenance functions are primarily affected. Special attention and emphasis must be placed on the recovery of scrap and residual materiel in the following categories:

- 1.2.1. Photographic chemicals and film.
- 1.2.2. Platinum-tipped spark plugs.
- 1.2.3. Magneto points/assemblies.
- 1.2.4. Communication-electronic and electronic scrap.
- 1.2.5. Silver-zinc and mercury batteries.
- 1.2.6. Brazing rods/materiel.
- 1.2.7. Sunglass frames, distinctive buttons, medals/decoration, trophies, and relics.
- 1.2.8. Items with expendability, recoverability, reparability category designators of "XF3" code "P" and "XB3" code "N" are not throw away items.

## **2. Responsibilities:**

2.1. The 8th Fighter Wing Commander will appoint the 8th Logistics Readiness Squadron, Materiel Management Flight, Inspection Element (LGRMI), Chief Inspector as the 8 FW PMRP Monitor.

2.2. All activities involved in the PMRP are required to maintain a current copy of the applicable publication. There will be no exceptions to this requirement.

### **2.3. The 8 FW PMRP Monitor is responsible for the following:**

- 2.3.1. Maintain a list of each organization's PMRP monitor/alternate name, phone number, location, type of recovery equipment, precious metals generated, and precious metals used.
- 2.3.2. Ensure activities receiving, issuing, and using fine precious metals items having a high content of precious metals that are assigned Controlled Item Code (CIC) "R" (fine precious metals/high contents of precious metals) appoint an individual in writing to receipt for and issue these items. Additionally, the PMRP Monitor will develop and process a local computer program to produce a quarterly listing identifying National Stock Numbers (NSN) against which a Precious Metal Indicator Code (PMIC) requiring monitoring is assigned. Distribute a copy of the list to each agency identified as producing Precious Metals (PM) with a cover letter, to be indorsed by the receiving agency and returned to the 8 FW PMRP monitor within 14 days. This letter will be filed in a PMRP jacket file.
- 2.3.3. Ensure each activity having electrolytic recovery units and/or silver recovery cartridges(s) appoints an individual to harvest the silver flake or sludge from the unit

and/or change cartridge(s). Also ensure a disinterested party witness the harvesting and also weighs the flake or sludge and signs the turn-in documentation.

2.3.4. Ensure each activity involved in the PMRP initiates and maintains a self-inspection program to include, as a minimum, periodic testing of hypo solution draining from electrolytic/cartridge units. This ensure they are operating properly and compliant with receipt, issue and turn in requirements.

2.3.5. Prepare a visit schedule for each participating activity at least once every 12 months to review operations, documentation and adherence to overall program requirements. Conduct training on a semi-annual or as-required basis. Perform, as a minimum, one no-notice inspection in each participating unit semi-annually. Prepare and maintain reports of findings. Ensure corrective action is taken by using activities on identified discrepancies and maintain file copies for two years in a PM jacket file.

2.3.6. Issue off-line DRMO document numbers to PM monitors and maintain a log with NSN, document number, unit of issue, quantity, demilitarization code, and PM monitor's name.

**2.4. Each agency generating PM Monitor will:**

2.4.1. Appoint in writing a primary and alternate PMRP Monitor to the Inspection Element, Chief Inspector, 8 LRS/LGRMI. The letter will include Rank, Name, DEROS, Building, Duty Phone, Office Symbol, and as applicable; type of recovery equipment used; type of precious metal scrap generated' and the type of fine and high precious metals content used such as anodes, brazing, and solder which have CIC "R" assigned.

2.4.2. Be responsible for harvesting precious metals and subsequent turn-in to the 8th Logistics Readiness Squadron, Deployment Distribution Flight (8 LRS/LGRDCO) for transfer to DRMO.

2.4.3. Maintain a jacket file accounting system include:

2.4.3.1. TAB A:

2.4.3.1.1. Current letter assigning primary and alternate PMRP Monitors.

2.4.3.1.2. Copy of letter appointing individual to harvest silver flake or sludge.

2.4.3.1.3. Copy of letter appointing individual as disinterested party not involved in the PMRP to witness the harvesting and cartridge removal, and to sign the documents certifying the weight.

2.4.3.2. TAB B:

2.4.3.2.1. 8FWI 23-101

2.4.3.2.2. AFMAN 23-110, Volume 6, Chapter 4

2.4.3.2.3. DODM 4160.21-M, Chapter 11.

2.4.3.2.4. AFI 31-101

2.4.3.2.5. Precious Metals Listing.

**NOTE:** If publications are not contained in this TAB, establish an Optional Form 21, *Cross-Reference*, identifying location of publication. (**EXCEPTION:** 8 FWI 23-101 must be filed in this TAB).

2.4.3.3. TAB C:

2.4.3.3.1. Results of semi-annual survey and no-notice review conducted by the installation PMRP manager.

2.4.3.3.2. Results of resource protection surveys or self-inspections conducted along with corrective actions, as required.

2.4.3.4. TAB D:

2.4.3.4.1. Letter submitted to the installation PMRP Manager of all materiel turned in during each quarter not later than the 15th day of the last month of each quarter.

2.4.3.5. TAB E:

2.4.3.5.1. Messages and information pertaining to PMRP.

2.4.3.5.2. AF IMT 1297, *Temporary Issue Receipt*, for recovery equipment.

2.4.3.5.3. All letters pertaining to recovery equipment on hand.

2.4.3.5.4. Test results from silver estimating strips.

2.4.3.6. TAB F:

2.4.3.6.1. Local control number log.

2.4.3.6.2. AF IMT 1297 for all CIC "R" materiel transferred.

2.4.3.6.3. DD Form 1348-1A, *Issue Release/Receipt Document*, for all materiel transferred.

2.4.3.7. TAB G: Standard Waste and Scrap Classification (SCL) code list/PMIC Codes.

2.4.4. Provide a secure storage area for all PM-bearing materiel at all times until transferred to 8 LRS/LGRDCO. The PM materiel will be maintained under lock and key when not under constant surveillance of a responsible person.

2.4.5. Maintain and properly secure any Electrolytic Recovery Unit (ERU) issued by the Defense Property Disposal Region Korea.

2.4.6. Appoint in writing an individual:

2.4.6.1. Other than the monitor or alternate to receipt for, issue and turn-in to the DRMO line PM and PM-bearing items assigned control item code "R."

2.4.6.2. To harvest the silver flake and sludge from electrolytic units and to remove and replace recovery cartridges.

2.4.6.3. Not involved in the PMRP to witness the harvesting and cartridge removal, and to certify the weight.

- 2.4.6.4. In areas of operation such as plating, grinding, boring, and stripping—to receipt for, issue, and turn-in fine precious metals-bearing items assigned CIC “R.”
- 2.4.7. Submit a letter to the installation PMRP Monitor for all PM turned in each quarter. This will be done no later than the 15th day of the last month of each quarter.
- 2.4.8. Include the PMRP in your self-inspection program. As a minimum, include AFI 31-101 requirements; periodic testing of hypo solution draining from electrolytic cartridge unit to ensure units are operating properly, if applicable; and compliance with receipt, issue, and turn-in requirements.
  - 2.4.8.1. Turn-in of PM materiel must be scheduled with the installation PMRP Monitor. All PM materiel must be weighed by the unit prior to turn-in.
- 2.4.9. If both primary and alternate PMRP monitors are either TDY, on leave, or sick at the same time for more than one week, a second alternate will be assigned and the installation PMRP manager notified.
- 2.4.10. All generating activities:
  - 2.4.10.1. The PMRP monitor must brief all personnel on the PMRP and its procedures. As a minimum, cover the procedures identifying PM and the turn-in of PM to the unit’s PMRP monitor.
  - 2.4.10.2. Ensure preventative maintenance on silver recovery units is completed.
    - 2.4.10.2.1. Day-to-Day adjustments.
    - 2.4.10.2.2. Cleaning.
    - 2.4.10.2.3. Replacement of fuses, gaskets, and hoses.
    - 2.4.10.2.4. Perform weekly tests of the electrolytic silver recovery unit and silver recovery cartridge with silver estimating strips. The test results and who performed the test will be annotated and filed in TAB E of the PMRP jacket file. Results of the reading cannot be higher than 1.75. If they are the unit must be cleaned or changed immediately.
    - 2.4.10.2.5. Any action which can be performed as a safeguard against excessive equipment downtime.
    - 2.4.10.2.6. Establish a system to identify how much fixer has gone through the electrolytic or silver recovery cartridge unit. The unit will maintain a log of this quantity.
- 2.4.11. Prepare AF IMT 1297 and DD Form 1348-1A, Part Two, for all materiel received. The DD Form 1348-1A will contain the following: (Ref AFMAN 23-110, Volume 6, Chapter 4, paragraph 9).
  - 2.4.11.1. Retention Quantity and Unit of Issue.
  - 2.4.11.2. Document Number (assigned from the inspection log).
  - 2.4.11.3. Name and grad of the Installation Manager.
  - 2.4.11.4. Nomenclature.

- 2.4.11.5. Person who turned in materiel.
  - 2.4.11.6. Demilitarization code.
  - 2.4.11.7. Condition code.
  - 2.4.11.8. SCL/PMIC code.
  - 2.4.11.9. Base PMRP Monitor's name.
  - 2.4.11.10. Reclamation code.
  - 2.4.11.11. Automatic Data Processing Equipment Code (ADPEC)
  - 2.4.11.12. Unit cost.
  - 2.4.11.13. Silver flake or silver sludge indicated as wet or dry.
  - 2.4.11.14. Total cost will be left blank.
- 2.4.12. Be familiar with the contents of this instruction, and AFMAN 23-110, Volume 6, Chapter 4; DOD Manual 4160.21-M and AFI 31-101.

SCOTT L. PLEUS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-1, Materiel Management, 15 Feb 2011

AFMAN 23-110 V6, Chapter 4; *Precious Metals Recovery Program (PMRP)*, 1 Apr 2009

AFI 31-101, *The Air Force Installation Security Program (FOUO)*, 8 Oct 2009

DOD Manual 4160.21-M, Chapter 11, *Precious Metals Recovery Program, Defense Material Disposition Manual*, 28 May 2004

**Adopted Forms**

AF IMT 1297, *Temporary Issue Receipt*

DD Form 1348-1A, *Issue Release/Receipt Document*

Optional Form 21, *Cross-Reference*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADPEC**—Automatic Data Processing Equipment Code

**CIC**—Controlled Item Code

**DRMO**—Defense Reutilization and Marketing Office

**ERU**—Electrolytic Recovery Unit

**IMM**—Integrated Materiel Manager

**NSN**—National Stock Numbers

**FOUO**—For Official Use Only

**OPR**—Office of Primary Responsibility

**PM**—Precious Metal

**PMIC**—Precious Metal Indicator Code

**PMRP**—Precious Metals Recovery Program

**SCL**—Standard Waste and Scrap Classification

**TDY**—Temporary Duty